

1. **Work Breakdown Structure.** Assess whether the Work Breakdown Structure incorporates all project work, and whether it represents a reasonable breakdown of the project work scope. Assess whether the resource loaded schedule is consistent with Work Breakdown Structure for the project work scope.
2. **Project Cost and Resource Loaded Schedule.** For selected Work Breakdown Structure elements (typically, those constituting significant cost and/ or risk), summarize the detailed basis for the cost estimate and schedule duration. Assess the method of estimation and the magnitude for each WBS element reviewed. Identify and assess key cost and schedule assumptions and evaluate the reasonableness of these assumptions as related to the quality of the cost and schedule estimates. Identify specific work activity that constitutes project completion and whether these completion activities are sufficiently well defined. Include an assessment of whether the project completion activities are consistent with DOE guidance for work to be included/ excluded from the project. Assess whether the project funding profile is consistent with the resource loaded schedule.
3. **Key Project Cost and Schedule Assumptions.** Identify and assess key cost and schedule assumptions and evaluate the reasonableness of these assumptions as related to the quality of the cost and schedule estimates for each WBS. Assess cost and schedule contingency and other cost and schedule factors related to TPC and the project completion schedule. Ensure that the TPC and project completion date incorporates all activities necessary to successfully complete the project.
4. **Critical Path.** Review the Critical Path schedule and assess whether the Critical Path is reasonably defined and whether the schedule is integrated and reflects reasonable schedule durations.
5. **Risk Management.** Determine if risks have been identified and properly classified as high, medium, and low. Assess whether appropriate risk mitigation actions have been incorporated into the baseline. Assess whether adequate contingency has been included in Total Project Costs and Schedule. Describe the approaches used to determine risk and assess adequacy.
6. **Funding Profile.** Assess whether the project funding profile is consistent with the resource loaded schedule.
7. **Project Controls/Earned Value Management System.** Assess whether all project control systems and reporting requirements will be in place prior to Critical Decision-2. For projects where Earned Value Management System is not required, assess the adequacy of an alternate project control system for monitoring and controlling project costs and schedules.
8. **Basis of Design.** Evaluate adequacy of preliminary design including adequacy of drawings and specifications, and assess whether they are consistent with system functions and requirements. Assess whether all safety Structures, Systems, and Components (SSCs) are incorporated into the preliminary design.

9. ***Design Review.*** Review results of the preliminary design review and assess whether additional work identified in the design review has been incorporated into the Performance Baseline.
10. ***System Functions and Requirements.*** Assess whether “design to” functions and requirements are reflected in the baseline, including safety and external requirements such as permits, licenses, and regulatory approvals. Evaluate whether system requirements are derived from and consistent with Mission Need.
11. ***Sustainability.*** Asses compliance with Executive Order 13423 “Strengthening Federal Environmental, Energy, and Transportation Management” and the supporting Implementing instructions, which applies to “new construction and major renovations of agency buildings” (E.O. #13423, Section 2(f)). Assess whether any buildings designed as part of this project are based on sustainable building design principles and involve maintenance and operations personnel during design reviews.
12. ***Hazards Analysis.*** Evaluate the quality of the Hazard Analysis and assess whether all scope, schedule, and costs necessary for safety are incorporated into the baseline. Review the classification of SSCs as safety class or safety significant. Assess the Hazards Analysis process, including the use of internal and external safety reviews. Review any Defense Nuclear Facilities Safety Board and/or Nuclear Regulatory Commission interface and discuss the status of their involvement.
13. ***Value Management/Engineering.*** Assess the applicability of Value Management/Engineering, and whether a Value Engineering analysis been performed with results being incorporated into the baseline. Also provide an assessment of the Value Engineering process for this project.
14. ***Start-up Test Plan.*** Assess whether the start-up test plan identifies the acceptance and operational system tests required to demonstrate that system meets design operational specifications, and safety requirements. Review key tests to ensure that sufficient description is provided to estimate cost and schedule durations associated with these tests.
15. ***Project Execution Plan.*** Review the Project Execution Plan and determine if it reflects and supports the way the project is being managed, is consistent with the other project documents, and establishes a plan for successful execution of the project.
16. ***Acquisition Strategy.*** Review the Acquisition Strategy to determine if it is consistent with the way the project is being executed. The Review Team should evaluate any changes from Critical Decision-1 that may impact whether the current strategy represents best value to the government.
17. ***Integrated Project Team.*** Assess whether the project management staffing level is appropriate, and determine if appropriate disciplines are included in the Integrated Project Team. Identify any deficiencies in the Integrated Project Team that could hinder successful execution of the project.